



2024 Spring Core Committee Meeting
June 3-4, 2023
Virtual by Zoom
Approved by Core: August 5, 2024

INTRODUCTION

A summary of action items and votes precedes the minutes. The minutes provide more details and highlights of discussion. Unless otherwise noted, approvals are based on the POD Network Levels of Consensus Scale. Items that require a formal vote (in favor/opposed) are indicated.

SUMMARY OF ACTIONS TAKEN Monday, June 3, 2024

Majority Vote: Accept the Consent Agenda:

- April 2024 Core Meeting Minutes
 - May 2024 Core Meeting Minutes
 - FY25 Budget
 - E-Minutes December - May
- APPROVED unanimously

Consensus Vote: Bifurcation of the Governance Manual

Approve in general the concept of a bifurcation of the Governance Manual, which would result in the creation of an Operations Manual with equal importance to the Governance Manual, and will be presented to Core for approval prior to implementation.

APPROVED: 2s and 3s

SUMMARY OF ACTIONS TAKEN Tuesday, June 4, 2024

Consensus Vote: Gold Sponsorship of 2024 Annual Conference

Approve The Association for Undergraduate Education at Research Universities (UERU) as a sponsor for the 2024 POD Network Annual conference at the Gold level.

APPROVED: 1s and 2s

Consensus Vote: Affirmation of Care, Dialogue, and Accountability

Approve the inclusion of the Affirmation of Care, Dialogue, and Accountability (without mention of support measures or other responses) in the registration waiver for the 2024 POD Network Conference to be held in Chicago, IL in November.

APPROVED: 1s, 2s, and 3s

Majority Vote: Approve changes to Section III: Policies, Guidelines, and Members of the Governance Manual

as presented in the Minutes of Tuesday, June 4 section

APPROVED Unanimously

Extraordinary Majority Vote: Approve Changes to Section I Article A: Corporate Name, Principal Office, and Seal) of the Bylaws

as presented in the Minutes of Tuesday, June 4 section: Addition of I.A.6 Use of the Corporate Name.

APPROVED

Majority Vote: Approve changes to Section IV, Article A.1.1. General Duties and Expectations of Core Committee Members of the Governance Manual

as presented in the Minutes of Tuesday, June 4 section regarding transparency and confidentiality of the Core Committee Meetings.

NOT APPROVED

Extraordinary Majority Vote: Approve Change One and Two to the Bylaws

as presented in the Minutes of Tuesday, June 4

Purpose: to adjust the start date of POD Network officers and Core Members to be July 1 of each year.

APPROVED Unanimously

Majority Vote: Approve Changes Three through Seven to the Governance Manual

as presented in the Minutes of Tuesday, June 4

Purpose: To adjust the start date of POD Network officers and Core Members to be July 1 of each year.

APPROVED Unanimously

Majority Vote: Approve change to the IV.B.2.5. Communication and Decision-Making Expectations between Committees/SIGs and Core as presented in the Minutes of Tuesday, June 4
APPROVED Unanimously

MINUTES, Monday, June 3, 2024

Present:

Teresa Focarile, Stacy Grooters, Patricia Guillen, Chad Hershock, Carol Hurney, Cait Kirby, Kathleen Landy, Tom Laughner, Danny Mann, Tammy McCoy, Bonnie Mullinix, Gloria Niles, Christine Rener, Kem Saichaie, German Vargas Ramos

Absent:

Cheryl Richardsion, Adriana Striefer

New Members (Guests)

Claudia Cornejo Happel, Elina Salminen, Rachel Horak, Ruth Poproski, Sara Nasrollahian, Scott Hicks

Ex-Officio, Non-Voting Members:

Megan Robertson (TIA Editor), Danielle Gabriel (POD Network Executive Director), Gaye Webb (POD Network Administrative Manager)

Majority Vote on Consent Agenda

APPROVED unanimously

- April 2024 Core Meeting Minutes
- May 2024 Core Meeting Minutes
- FY25 Budget
- E-Minutes December - May

Discussion about [Affirmation of Care, Dialogue, and Accountability](#)

The purpose of the “affirmation” by POD Network members and program attendees is to create and support a community of care. It is not a policy with punitive consequences, but rather a commitment to hold ourselves and others accountable in the creation and maintenance of communities of care with the POD Network.

When approved, the document will be shared with new members when they join, with existing members when they renew, with program attendees when they register for our in-person and virtual offerings, will be added to the Core and Chairs handbooks, and will be posted to the POD Network website.

The Executive Director will bring the document back to the meeting on Tuesday, June 4 for a vote.

Executive Director report

The purpose of the Executive Director report is to provide a summary of the state of the organization as led by the Executive Director and Core at the end of the fiscal year. It will be a tool in assessing the performance of the Executive Director and the subsequent recommendation/approval of merit salary increases.

During the discussion, a suggestion was made to include trends in membership and conference registrations and to include a summary of the Needs-Based Financial Aid pilot.

Proposal to Bifurcate the Governance Manual (GM)

Carol Hurney, chair of the Governance Committee (and past-president) presented a proposal to remove operational information from the Governance Manual (GM) and create a separate Operations Manual (OM). Core will continue approving changes to the GM, while changes to the OM will be reviewed and approved by the Governance Committee. Versions of these two documents will be approved by Core prior to implementation. This bifurcation will mitigate the time dedicated by Core to approve minor operational changes and to promote greater access to important information.

The organization is required by non-profit regulations to comply with the content of the GM which provides the “why” of the POD Network, i.e., the general operational expectations and guidelines. Due to the need for flexibility and timelessness, the OM would provide the “how” of operations. Both would have equal importance.

Consensus Vote: Approve in general the concept of a bifurcation of the Governance Manual, which would result in the creation of an Operations Manual, which would have equal importance, and presented to Core for approval prior to implementation.

APPROVED: Consensus vote: 2s and 3s

MINUTES. Tuesday, June 4, 2024

Present:

Teresa Focarile, Stacy Grooters, Patricia Guillen, Chad Hershock, Carol Hurney, Cait Kirby, Kathleen Landy, Danny Mann, Tammy McCoy, Bonnie Mullinix, Gloria Niles, Christine Rener, Ken Saichaie, German Vargas Ramos

Absent: Tom Laughner, Cheryl Richardson, Adriana Striefer

New Members:

Claudia Cornejo Happel, Rachel Horak, Sara Nasrollahian, Ruth Poproski, Elina Salminen

Ex-Officio, Non-Voting Members:

Megan Robertson (TIA Editor), Danielle Gabriel (POD Network Executive Director), Gaye Webb (POD Network Administrative Manager)

Appreciation for outgoing members

President Grooters invited the Core members to express their appreciation for the outgoing Core Members Danny Mann, Kem Saichaie, Chad Hershock (Finance Committee Chair, and Carol Hurney (Past President)

Consensus Vote: Gold Sponsorship of 2024 Annual Conference

Approve The Association for Undergraduate Education at Research Universities (UERU) as a sponsor for the 2024 POD Network Annual conference at the Gold lead level.

APPROVED: 1s and 2s

Consensus Vote: Affirmation of Care, Dialogue, and Accountability

Approve the inclusion of the Affirmation of Care, Dialogue, and Accountability (without mention of support measures or other responses) in the registration waiver for the 2024 POD Network Conference to be held in Chicago, IL in November.

APPROVED: 1s, 2s, and 3s

Majority Vote: Approve the requests from the Awards Committee, GPPD SIG, Professional Development Committee, and Scholarship Committee

APPROVED Unanimously

Requests from Committee/SIG Reports

President Grooters shared the following requests from committee and SIGs to Core for consideration, as well as a proposed action. There were no objections to the proposed actions.

Mindfulness & Contemplative Practice SIG

- Request (room sharing coordination at conference): "Given that the 2024 POD Conference is an in-person only conference, we would like to know if there is again an opportunity to have a room sharing opportunity like in the Fall of 2019. This could help those who do not have enough funding to attend the conference. We do not know if this is a question of Core or for another committee (e.g. Conference Planning Committee)."
- Proposed action: Executive Director will reach out to Conference Committee and Membership Committee to see if it has the capacity to take on this project; POD Office will investigate liability issues with POD taking this on (question: is it enough to just let people do this via the listserv).

Ethical Guidelines ad hoc

- Request (heads up of wanting feedback this fall): "We will be asking for interim feedback, especially from DEIC and PDC, so would like to make sure it doesn't come as a surprise. Likely timeline: early fall 2024."
- Proposed action: DEIC and PDC Core Reps will share this heads up with their respective committees.

Professional Development Committee

- Request (clarifying PDC conference proposal submission process): "PDC would like to see a clear, standardized process (rather than changing year to year) for whether and how to submit proposals for conference sessions that are regularly recurring and coordinated by PDC; it would be helpful if POD Office/Conference team could inform PDC chairs of how they will handle this process ahead of time, ideally at the same time as the conference call opens, rather than PDC having to actively ask for clarification - thanks!"
- Proposed action: Executive Director will bring this feedback to the Conference Committee and discuss with them whether any follow-up with the PDC is needed.

Scholarship Committee

- **Request #1** (how to approach budget requests for multi-committee/SIG collaborations): “A primary concern within our discussions as a committee has been alignment of various projects that overlap Committees/SIGs. For example, the DEI Committee recently contacted the Scholarship Committee to discuss how to support DEI-focused research grants. We had a good discussion of shared values, but the infrastructure to support this collaboration is divided between two 'pots of money,' one for each committee. I think the collaboration makes a great deal of sense, and whether it's financial and/or administrative, I wonder how we can develop a model that allows for, if not explicitly supports, inter-committee/SIG collaborations to advance shared POD Network Values.”
- **Proposed action:** Executive Committee will discuss how best to bring this to Core for a future conversation.

- **Request #2** (greater transparency/coordination of how projects align across POD): “Additionally, in aligning budgetary requests around research grants and other programs, we as a committee had discussions on how to align the many moving parts of POD on some kind of primary calendar/timeline. Given the changes to the budgetary process, it seems like we're moving in the direction of more alignment, but we wanted to relay that concern so as to initiate a discussion of how to coordinate the many emerging SIGs alongside the existing committees: each has their own projects, foci, etc. It would be helpful to have a transparent sense of what's happening (I really appreciated a recent Chairs meeting where we created a shared Google Slides/Doc with highlights from each of the Committees/SIGs) across the POD network, and I think this would also make the 'user' experience (POD members looking for ways to get involved) easier. Happy to say more, and happy to be a part of these efforts.”
- **Proposed action:** Executive Committee will discuss possible interventions and then bring an update to Core: 1) making existing processes/decision-making more transparent, 2) consider possibility of a central decision-making calendar or timeline, 3) continue to build more consistent opportunities to inform chairs of developments happening across committees and SIGs, as well as the organization as a whole.

Feedback Regarding Committee/SIG reports

President Grooters facilitated a discussion regarding various committee and SIG reports. Action items from this discussion include:

- Follow-up with Equity and Education SIG to discuss the ban of critical race theory

- Revisit POD Network's captioning guidelines to ensure increased accuracy (in response to the Professional Development Committee's report regarding an orientation video)
- Follow up with committees and SIGs which did not submit reports to inquire how Core can support them
- Volunteer recruitment and expectations
- Review the relationship between TIA and POD leadership
- Review criteria and ownership of the Christine Stanley Award
- Follow up with Scholarship Committee regarding their work with AERA to co-sponsor a scholarship colloquia

Proposed GM revisions

Committee and SIG Core Reports

Motion: Approve the requests from the Awards Committee, GPPD SIG, Professional Development Committee, and Scholarship Committee as presented below.

APPROVED unanimously

- Awards Committee
 - IV.B.4.1 Committee membership: clarifying the composition of the SPOD subcommittee; loosening composition requirements to be more flexible.
- GPPD SIG
 - IV.B.5.4. Graduate Student, Professional Student, & Postdoctoral Scholar Development (GPPD) SIG; We are adding the following bullet point to the Conference Working group's SIG responsibilities now that we are collaborating with the PDC again: "Coordinates the Career Moves session offered in partnership with Professional Development Committee (PDC)"
- Professional Development Committee
 - IV.B.4.7. Professional Development Committee (PDC); Presence at POD Network Conference; Career Moves: PDC and GPPD have agreed that the Career Moves session, while still offered in partnership, will be coordinated by GPPD
- Scholarship Committee
 - (IV.B.4.8, Subcommittee on Scholarship Dissemination, D. POD Network Sponsored Publications), POD Speaks will be renamed as "POD Perspectives: A POD Network Paper Series on Educational Development Perspectives for Higher Education Leadership" (Which can informally be shortened as: "POD Perspectives Papers"); name change reflects a move away from potentially ableist language and confusion about who is speaking on behalf of whom. The abbreviated name, POD Perspectives, makes it clear that these papers represent individual perspectives within the POD network, relevant to members of the POD Network.

Majority Vote: Approve the following changes to Section III: Policies, Guidelines, and Members

APPROVED Unanimously

- Add to “III.A.3.1. General Principles of Location Selection”
 - The POD Network will consider the following priorities identified by the Core Committee:
 - Allow for predictability
 - Create conditions for positive local impact
 - Maximize accessibility
 - Protect members’ health and well-being
 - Protect POD Network’s reputation
 - Sustain POD Network’s financial health and growth
 - Streamline planning and labor
 - Remove “III.A.3.2. State-to-State Travel Prohibitions Related to Discriminatory Laws” P.27
 - Add “III.A.3.2. Venues with Union Labor”
 - The POD Network is committed to selecting conference venues that align with our values of supporting union labor rights. In choosing conference locations, the POD Network will prioritize venues that demonstrate fair treatment, reasonable wages, and overall respect for the rights of workers, including the right to organize. To uphold this commitment, the following actions will be taken:
 - 1) The Executive Director will research and verify the contract end dates for unionized labor working in potential venues. The POD Network will attempt to avoid commitments with venues whose union contracts end in the year the annual conference will take place.
 - 2) The POD Network will attempt to avoid entering into contracts with venues currently negotiating union contracts or engaged in a union labor dispute, including situations where the union is on strike.
 - 3) Venue contracts will attempt to include comprehensive language that allows the POD Network to be released from the contract in the event of a union labor strike or labor dispute.
- By upholding these principles, the POD Network aims to collaborate with venues that share our dedication to fair labor practices and uphold the rights of workers.

Extraordinary Majority Vote: Approve the following changes Section I Article A: Corporate Name, Principal Office, and Seal) of the Bylaws.

APPROVED

Add new Bylaw Section "I.A.6 Use of the Corporate Name"

The corporate name of the Professional and Organizational Development Network (otherwise known as POD Network) shall not be used for any purpose without the express authorization of the Core Committee. This includes, but is not limited to, the use of the corporate name in publications, events, endorsements, educational activities, and any public statements. Unauthorized use of the corporate name may result in disciplinary action, up to and including termination of membership or employment.

Only formal entities of POD Network, as described in the Bylaws of this [Governance Manual](#) can produce events or publications under the POD Network name and brand and carry out our expressed purpose as a 501(c)(3), as described in section I.A.4. Corporate Purpose. POD Network entities with authority to act as the POD Network include the Executive and Core Committees, other Standing Committees, *To Improve the Academy*, Special Interest Groups (SIG), the Executive Director, and POD Office staff.

Majority Vote: Approve the following changes to Section IV, Article A.1.1.

General Duties and Expectations of Core Committee Members)

NOT APPROVED

- Add text below
 - Make transparent the work and decisions of the Core Committee using responsible discretion. Core members should refrain from sharing:
 - information that is explicitly stated as confidential;
 - specific statements or votes made by any Core member and identifying the Core member in the communication;
 - external commitments such as grants and partnerships that have yet to be secured;
 - any time the topic is sensitive where sharing is predicated on confidentiality;
 - or any sensitive dispute that can harm the reputation of any member should the information be released outside of a Core Committee meeting.
 - Will not make public or share to individuals or groups any Core recording, transcript, chat record, or email exchanges without consent.

- Will not personally record a meeting or attend remotely via an AI tool without prior consent from all meeting participants.

Extraordinary Majority Vote: Approve Change One and Two to the Bylaws

Purpose: to adjust the start date of POD Network officers and Core Members to be July 1 of each year.

APPROVED Unanimously

Change One:

I.B.3. Election of Core Committee Members

Core Committee members are to be elected for three-year terms by a vote of the membership. Nominations for the position of Core Committee member will be made by self-nomination from the membership of the POD Network. Incumbent members of the Core Committee must sit out at least one year before self-nominating for an additional term. Newly elected Core Committeemembers take office at the start of the fiscal year, July 1.

Change Two:

I.C.2. Election and Term of Office

The President-Elect is elected by the Core Committee at one of the Core Committee meetings or by written or electronic ballot. The presidential officers succeed to the next position at the completion of their one-year terms. The Finance Chair serves a 2-year term after serving as Chair-Elect for 1 year. The Chair-Elect is appointed by the President, with input from the Executive Committee and approved by Core. The officers will assume their new roles at the start of the fiscal year, July 1.

Majority Vote: Approve Change Three through Seven to the Governance Manual

Purpose: To adjust the start date of POD Network officers and Core Members to be July 1 of each year.

APPROVED Unanimously

Change Three:

IV.A.5. Office of the President-Elect

Once elected, but before the term begins, the incoming President-Elect will:

- Join the Executive Committee as a non-voting member until the term begins at the start of the fiscal year on July 1, at which time the President-Elect becomes a voting member of the Executive Committee
- Join the Finance, Governance, and Strategic Plan Committees to become familiar with organizational procedures after assuming the role of President-Elect
- Attend the spring Core Committee meeting immediately prior to the commencement of the official President-Elect term.

Change Four:

IV.B.3.1. Finance Committee

Committee Leadership Structure and Responsibilities

The leadership of the Finance Committee consists of a Chair and a Chair-elect.

The Finance Committee Chair-elect is a current member of the Finance Committee and, unless already on the Core Committee, an ex-officio voting member of Core. The Chair serves a 2-year term. Chair and Chair-elect terms begin at the start of the fiscal year on July 1.

Change Five:

IV.B.3.1. Finance Committee

Membership

To help ensure succession planning, ideally one Core member from the first-year cohort should join the committee every two years (at the start of the fiscal year, July 1) if space on the Finance Committee allows. Members serve three-year terms and then either rotate off or become Chair or Chair-elect. In cases where a member rotating off the Finance Committee is elected as the POD Network President, that person would continue to serve, first as President-Elect, then as President, before rotating off.

Change Six:

IV.B.4.9. Strategic Plan Committee (SPC)

Membership

The committee should consist of at least nine members: The President-Elect, four current or recent members of the Core Committee, and four at-large members who have not served on the Core Committee within three years. Assessment Subcommittee members are also

members of the larger SPC. Any member except the President-Elect may serve in a committee leadership role.

To ensure succession planning, one Core member should join the committee every year (at the start of the fiscal year, July 1).

Change Seven:

IV.B.2.3. Timing of Leadership Transitions

Leadership transitions for Administrative Committees should occur at the start of the fiscal year, July 1. Leadership transitions for Operational Committees and SIGs should occur at the time of the Annual Conference unless otherwise noted in this Governance Manual.

Majority Vote: Approve the following change to the IV.B.2.5. Communication and Decision-Making Expectations between Committees/SIGs and Core

APPROVED Unanimously

Replace current text with new text below:

The POD Network seeks to sustain transparent communication and decision-making processes that make clear the roles and responsibilities of volunteer leaders and which ensure that the work of committees and SIGs strengthens the POD community while mitigating organizational vulnerability. The following section defines when committees and SIGs are expected to solicit feedback and/or approval from the Core Committee before proceeding with new or revised projects, programs, or other initiatives. A detailed description of related processes can be found in the Core Committee Handbook and the Chairs Handbook.

In general, committees and SIGs are expected to maintain regular communications with their Core Representative, who can help inform their work and share updates with — and, if necessary, seek feedback and approval from — the Core Committee.

Formal reporting happens twice each year, when the chair, on behalf of and in consultation with committee and SIG members, submits a report to the Core Committee approximately one month before their fall and spring business meetings. The report must include material requested by Core, such as:

- *Informational items*: a timeline and list of tasks accomplished by the committee or SIG since the last Core meeting
- *Action items*: list of items that require a Core Committee vote, including any changes in the charge, composition or timeline of the

committee or SIG as stated in the Governance Manual, or any significant changes in the way the committee or SIG functions

- *Budget requests:* requests for funding (which can only be made in the spring reports because the budget is approved by Core at the spring meeting). No budget requests are to be included in the fall biannual report. Funding requests need to be made each year for committee and SIG work, even for continuing or long-term expenses.
- *Assessment of impact and alignment:* Committees and SIGs can expect to be asked by Core to regularly assess and report the impact of their programs in their biannual reports and provide details of how they are aligning their efforts with POD's mission, strategic goals, and values.

When committees or SIGs are considering major new initiatives or significant changes to internal practices — in particular, projects that go beyond the scope of their group's membership or serve the needs of the larger organization (e.g. planning programs that serve the full POD membership, that serve as major revenue generators, or are seen as "signature" events that shape POD's public perception) — they are expected to inform their Core Representative who will then inform the Executive Committee about those plans. The Executive Committee will then follow up with the committee or SIG about whether feedback or approval from Core is necessary before proceeding.

Projects that require Core approval are those that:

- Require funds or generate revenue (or will stop generating revenue) for POD
- Will be perceived as a new or significantly revised POD "member benefit" or "signature program"
- Seek to establish a new external partnership or make substantial changes to an existing partnership
- Position the committee or SIG as representing the organization to the larger public
- Require revisions to the Governance Manual

If a committee or SIG is unsure if a project needs approval from Core, their Core Representative can provide guidance. Ideally, proposals are shared with Core via the biannual report but can also be communicated to Core Representatives at any time throughout the year.

When reviewing proposals, the Core Committee adheres to their primary responsibilities to safeguard POD's longevity as an organization and hold the organization accountable to its mission, values, and commitments. In particular, Core members will consider the impact of new projects and

programs on the POD Network's fiscal health, resources (including the time and labor of member volunteers), public reputation, and commitment to be an inclusive, equitable, and accessible multicultural organization.

Role of Affinity Groups within POD

Due to the limited amount of remaining time, discussion of this topic will take place at a later date.

Final Business

- Committee/SIG rep assignments are close to being finalized. Email the President with any requests.
- The President and Executive Director will email all committee & SIG chairs shortly with a budget update that includes the decisions about which projects were funded.
- They will also be reaching out to introduce/confirm Core Reps for the coming year. Core representatives were encouraged to follow up with an invitation to discuss how each will be partnering with the committee/SIG this year
- The incoming President Christine Rener will be emailing Core members soon regarding Core mentor pairings.

Respectfully submitted,

Gaye Webb
Administrative Manager